

RFQ Web Advertisement
 For On-Call Civil Engineering / Surveying Consultant
 Services

ADV. No.: OC-DCS-CIV/SUR-0026-0031

Connecticut Department of Administrative Services
 Division of Construction Services
 Office of Design & Construction
 Process Management & QBS Unit
 165 Capitol Avenue
 Hartford, CT 06106

**Request for Qualifications (RFQ)
 Web Advertisement
 For On-Call Civil Engineering / Surveying Consultant Services**

Adv. No.:	OC-DCS-CIV/SUR-0026-0031	Web Advertisement Date:	Wednesday June 18, 2014
Selection Type:	On-Call Consultant Services — Capital Projects		
General Statement:	In accordance with the requirements of CGS §4b-55 through §4b-59, the State of Connecticut, Department of Administrative Services (CT DAS), Division of Construction Services (CT DCS), Process Management & QBS Unit advertises for Requests for Qualifications for the On-Call Capital Project Consultant Services as specified below.		
Consultant Services:	On-Call Civil Engineering / Surveying Consultant Services (various projects of differing size and scope)		
Contract Number:	OC-DCS-CIV/SUR-0026-0031		
Contract/Project Title:	On-Call Civil Engineering / Surveying Consultant Services (CIV/SUR)		
Project Location(s):	Various Locations Statewide		
Maximum Total On-Call Contract Value:	\$500,000.00		
Maximum On-Call Fee Per Task Assignment:	\$300,000.00		
User Agency Name:	N.A.		
Project Delivery Method:	N.A.		
Consultant Services Description:	<p><u>On-Call Civil Engineering Consultants:</u> The scope of work under these contracts shall encompass, but are not limited to; the entire spectrum of services of civil engineering type projects including but not limited to maintenance and repair, design and related services. These services shall be provided to the Division of Construction Services [DCS] for infrastructure work required by the DCS for sites, properties, structures and/or buildings under its care and control and/or as requested for sites, properties, structures and/or buildings under the care and control of various other state agencies. Selected firms may function as a prime vendor or as a support resource for other DCS Consultants. These tasks may also include support of in-house work performed by the DCS Technical Support Services unit and/or DCS Facilities Management. Services may involve both the design and construction administration of a project. On-Call Capitol Projects are defined as projects having a total construction budget of <u>five million dollars (\$5,000,000) or less</u>. The maximum On-Call Consultant's Fees for all Tasks performed under a specific On-Call Contract shall not exceed a fee range of <u>three hundred thousand dollars (\$300,000) or less to five hundred thousand dollars (\$500,000) or less</u>, as applicable to the specific On-Call Contract. The maximum On-Call Consultant's Fees for all Tasks performed under this On-Call Contract shall not exceed the "Maximum Total On-Call Contract Fee" stated in this RFQ Web Advertisement.</p> <p><u>On-Call Surveying Consultant Services:</u> The scope of work under these contracts can yield project assignments such as topographic, boundary, construction, bathymetric, as-built, and other surveys as required for sanitary sewer, sidewalk and trails, storm drainage, stream and storm facility rehabilitation, campus and roadway improvement.</p>		

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	<p><u>Conventional and GPS Surveying:</u> These services will be used to provide horizontal and vertical location of existing conditions information for the engineering design of the above mentioned types of projects. Additional services may include stake out of construction projects and right-of-way takings;</p> <ul style="list-style-type: none"> • <u>Photogrammetric:</u> Photogrammetric mapping and ground run survey combinations will occasionally be required to achieve safety and/or budgetary goals for larger projects; and • <u>Ground Based Laser Surveying:</u> These services will occasionally be required to achieve motorists and worker safety, and/or budgetary goals. <p>While On-Call - Capitol Project Contracts and "Task Letters" assigning specific project work will be with CT DCS, the work will be performed for other Executive Branch Agencies of state government.</p>
<p>Consultant Services Qualification Considerations:</p>	<p>Selected Firms should demonstrate extensive knowledge, abilities and experience in (but not limited to) the following:</p> <ul style="list-style-type: none"> • These contracts encompass such services as the preparation of reports, plans, specifications and cost estimates for various State owned buildings and properties. Individual Task Orders will be issued for Work which may include program administration, inspections, assessments, analytical laboratory sample analysis, report preparation, preparation of contract documents, consultations during construction and monitoring of contractors. Certain services to be provided under this contract may require the auxiliary use of specialized firms and individuals certified by the State of Connecticut, Department of Public Health. • Proven ability to maintain schedules and budgets for projects in excess of \$1,000,000.

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**Summary of Electronic
On-line Filing
Requirements
&**

**Affirmation of Receipt
of State Ethics Laws:**

In accordance with the Connecticut General Statutes and Governor Dannel P. Malloy's "Business Friendly Initiative," found in Public Act No. 11-229, the following must be adhered to (**Important Note: All Prospective O-C Consultants must comply with Item No. 2 below even if the Advertised Contract is less than \$500,000.**):

1. Electronic Uploading Requirements for Affidavits/Certifications

The State of Connecticut has revised its affidavit/certification procedures. Each firm is required to open a BizNet account on the DAS website (<http://das.ct.gov>) and then upload certain affidavits/certifications.

Instructions for opening a BizNet account can be found on the DAS website by clicking on "State Procurement Marketplace" and then clicking on "NEW* BizNet Connection".

Instructions for uploading the affidavits/certifications can be found on the DAS website by clicking on "State Procurement Marketplace" and then clicking on "DAS Business Friendly Initiatives". Follow the instructions in the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)".

The specific affidavits and certifications requiring uploading are found on the DAS website by clicking on "State Procurement Marketplace", then click on the "BizNet" link under the Quick Links feature. Firms should use the affidavit/certification forms found under the BizNet link. Once uploaded, Affidavits shall be updated and submitted annually and Affidavits and Nondiscrimination Forms shall be updated within 30 days of any changes to the submitted information.

2. Electronic "Guide to the Code of Ethics For Current or Potential State Contractors"

When the Division of Construction Services (CT DCS) is seeking a contract for a large state construction or procurement contract having a cost of more than five hundred thousand dollars (\$500,000), CT DCS shall provide all potential consultant and contractor firms with the "**Guide to the Code of Ethics For Current or Potential State Contractors**". The "*Guide to the Code of Ethics For Current or Potential State Contractors*" can be downloaded from the website of the Office of State Ethics, Quick Links, Plain Language Guides (<http://www.ct.gov/ethics>). Questions concerning the "*Guide to the Code of Ethics For Current or Potential State Contractors*" can be directed to the OSE at 860-263-2400.

CT DCS is also required to notify all potential consultant and contractor firms for a large state construction or procurement contract that they must **electronically upload** an "**Affirmation of Receipt of State Ethics Laws Summary**" affirming that their key employees have read and understand the summary and agree to comply with the provisions of state ethics laws. The "*Affirmation of Receipt of State Ethics Laws Summary*" must be electronically uploaded to the "State Procurement Marketplace" as described above. Questions concerning the electronic filing of the "*Affirmation of Receipt of State Ethics Laws Summary*" can be directed to DAS Procurement Services at (860) 713-5095.

NOTE: Do not electronically submit an "Affirmation of Receipt of State Ethics Laws Summary" to CT DCS.

3. Additional Affidavits & Certifications Requirements:

At the time a Firm is notified of its "Conditional Selection" by CT DCS, it will be given instructions regarding additional certificates, affidavits, and other information that must be submitted for the processing of its contract by CT DCS Legal Services Unit.

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Qualifications Based Selection (QBS):	<p>The Consultant must submit a Qualification Based Selection (QBS) Submittal Booklet as described below. The QBS process is based on comparing and evaluating weighted criteria of qualifications and performance of Firms in relation to work of similar scope and complexity that is required for this specific On-Call (O-C) Consultant contract. The O-C Consultant Contract award is based first on a selection of the highest qualifications and second on the negotiation of a fair and reasonable fee. For this Selection, the following are the rating point weights for the Selection Criteria Categories:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Criteria Number</th> <th style="text-align: center;">Selection Criteria Categories</th> <th style="text-align: center;">Rating Points</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Problem Solving Capabilities for this O-C Contract</td> <td style="text-align: center;">30</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Organizational / Team Structure for this O-C Contract</td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">Past Performance Record</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">Approach to the Work Required for this O-C Contract</td> <td style="text-align: center;">15</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">Contract Oversight Capabilities for this O-C Contract</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Available Rating Points per each O-C Panel Member per O-C Consultant</td> <td style="text-align: center;">100</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Available Rating Points for three (3) Panel Members per O-C Consultant</td> <td style="text-align: center;">300</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Additional Criteria Considerations</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Available Rating Points for CT Code Expertise per O-C Consultant</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Available Rating Points for Micro Business per O-C Consultant</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">Total Available Points per O-C Consultant</td> <td style="text-align: center;">320</td> </tr> </tbody> </table> <p>Note: The QBS Selection for this Project shall be conducted in accordance with requirements stated in the On-Call Consultant Services Selections & Task Assignment Procedure Manual (0330).</p> <ol style="list-style-type: none"> 1. Go to the CT DCS Website: www.ct.gov/dcs; 2. At the top of the CT DCS Home Page click on the DCS Library link; 3. Click on the On-Call Consultant Services Selections & Task Assignment Procedure Manual (0330) link. 4. For the number of active and inactive Selections and Contracts that are allowed to be held by a firm by at one time see the QBS - Guidelines for Selection and Contract Limits (1210) link. 	Criteria Number	Selection Criteria Categories	Rating Points	1	Problem Solving Capabilities for this O-C Contract	30	2	Organizational / Team Structure for this O-C Contract	25	3	Past Performance Record	20	4	Approach to the Work Required for this O-C Contract	15	5	Contract Oversight Capabilities for this O-C Contract	10	-	Available Rating Points per each O-C Panel Member per O-C Consultant	100	-	Available Rating Points for three (3) Panel Members per O-C Consultant	300	-	Additional Criteria Considerations	-	-	Available Rating Points for CT Code Expertise per O-C Consultant	10	-	Available Rating Points for Micro Business per O-C Consultant	10	-	Total Available Points per O-C Consultant	320
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MBE On-Call Consultant Contracts:	<p>CT DCS intends to select at least one (1) Minority Business Enterprise (MBE) Consultant out of the total number of O-C Consultants designated for this specific O-C Consultant Contract. CT DCS will follow the selection procedures referenced above to evaluate the QBS Submittals. If no MBE firms are within the initial list of firms recommended for selection, DCS will select the highest scoring MBE firm as long as such firm is qualified to perform the required services and can meet all required contract terms and conditions. Also please see Division 6 - "Additional Criteria Considerations & MBE Certification" of the QBS Submittal Booklet for details.</p>																																				
QBS Submittal Booklet Requirements:	<p>To access the QBS Submittal Booklet Requirements (1212) for this Project:</p> <ol style="list-style-type: none"> 1. Go to the CT DCS Website: www.ct.gov/dcs 2. At the top of the CT DCS Home Page click on the DCS Library link. 3. Click on the QBS Submittal Booklet Requirements (1212) link. 4. Please see Division 6 - "Additional Criteria Considerations & MBE Certification". 																																				

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Qualification Submittal Deadline and Location:	<p>Deadline for the receipt of the QBS Submittal Booklets is: 3 p.m. Monday, July 14, 2014</p> <p>QBS Submittal Booklets shall be submitted to the following address:</p> <p>Randy Daigle State Office Building Department of Administrative Services (DAS) Division of Construction Services (DCS) Office of Design & Construction Process Management & QBS Unit - Room 478 165 Capitol Avenue Hartford, Connecticut 06106</p> <p><u>IMPORTANT NOTE:</u> Failure to submit properly formatted QBS Submittal Booklets with all of the required contents by the designated deadline and location may result in the Firm's submittal being deemed deficient for consideration for this Contract.</p>				
On-Call RFQ Contacts:	<p style="text-align: center;">Division of Construction Services Process Management & QBS Unit:</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; vertical-align: top;"><i>For General Questions Concerning O-C Selection Requirements:</i></td> <td style="text-align: center; vertical-align: top;"><i>For Specific Questions Concerning This O-C Consultant Services Contract</i></td> </tr> <tr> <td style="vertical-align: top;"> Rose Mitchell , Secretary - QBS Unit Room 478 165 Capitol Avenue Hartford, Connecticut 06106 Email: rose.mitchell@ct.gov </td> <td style="vertical-align: top;"> Randy Daigle, QBS Unit Supervisor Room 478 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov </td> </tr> </table> <p><u>IMPORTANT NOTE:</u> Responses to requests for more specific contract information than is contained in this Advertisement shall be limited information that is available to all Firms and that is necessary to complete this QBS process.</p> <p>All requests for more specific contract information must be sent in <u>writing</u> (email acceptable).</p>	<i>For General Questions Concerning O-C Selection Requirements:</i>	<i>For Specific Questions Concerning This O-C Consultant Services Contract</i>	Rose Mitchell , Secretary - QBS Unit Room 478 165 Capitol Avenue Hartford, Connecticut 06106 Email: rose.mitchell@ct.gov	Randy Daigle, QBS Unit Supervisor Room 478 165 Capitol Avenue Hartford, Connecticut 06106 Email: randy.daigle@ct.gov
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**END
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